



**JOB TITLE:** Family Services Assistant

**PROGRAM:** Early Head Start-Child Care Partnerships

**STATUS:** Full-Time (non-exempt)

**REPORTS TO:** EHS Director

## **HISTORY and MISSION**

The Youth Policy Institute transforms Los Angeles neighborhoods using a holistic approach to reduce poverty by ensuring families have access to high quality schools, wrap-around education and technology services, enabling a successful transition from cradle to college and career.

Since the 1990's, YPI has successfully blended multiple funding streams and partnerships to saturate Los Angeles communities with critically needed services. YPI currently operates a \$41 million budget and places more than 1,200 staff at 125 service sites throughout Los Angeles. YPI provide programs and services to more than 100,000 clients each year.

## **SUMMARY**

The Family services assistant (FSA) is responsible for establishing goals that lead self-sufficiency and conducts home visits on a monthly basis to assure resources and support is provided towards the completion of family goals. The FSA is also responsible for the enrollment of qualifying families into the Early Head Start- Child Care Partnership Program as well as for working with families to ensure children have a medical home and receive the required health exams (including health, dental and nutrition). Responsibilities include but not limited to:

## **ESSENTIAL FUNCTIONS**

- Develop Family Partnership Agreements and tracks progress on established objectives. Works collaboratively with community agencies to support the needs of families and children
- Conducts assessment of family needs and supports families to develop skills needed to achieve their goals
- Follows, and adheres to State and Federal Head Start regulations related to Eligibility, Recruitment, Selection, Enrollment and Attendance.

- Follows YPI recruitment plan. Conducts outreach, recruitment, and enrollment functions to ensure a child wait list of eligible applicants greater than number of enrollment opportunities is maintained.
- Works collaboratively with teachers, support staff, and coordinators to provide comprehensive services to children and families
- Maintains a list of relevant community resources that meet the need of families
- Maintains contact with service providers when families have pre-established goals
- Support Family Engagement/School Readiness goals and objectives.
- Supports families and social service needs, including but not limited to, developmental delays, housing, health insurance, public assistance, food, and other community resources and services.
- Assists with the completion of vision, hearing, and/or developmental screening for children, and ensures established dental /medical requirements are met.
- Establishes and maintains accurate social service records for each family.
- Prepares and maintains records and reports related to children and families.
- Reviews and analyzes reports related to enrollment, health/nutrition, mental health, disability, and family services; evaluates results for referral; provides parents with results and follow-ups.
- Follows up on and provides resources in areas of Health Services, Nutrition, and social services.
- Assists parents at each center in organizing monthly center meeting, Policy Committee meeting, and other parent activities.
- Makes presentations at workshops and parent trainings.
- Participates in program review, advisory councils, conferences, staff meetings, trainings, and self-assessments as assigned.
- Other duties as assigned to meet the need of the EHS-CCP Program.

## **QUALIFICATIONS**

- AA degree; BA preferred in Social Service area, (Psychology, Sociology, ECE or related field) or equivalent case management experience;
- Minimum of two years' experience working with low-income children and families
- Bilingual in Spanish and English preferred
- Knowledge of diverse cultural, racial, and ethnic backgrounds.
- Experience in working with low-income families and families with special needs, health needs, nutrition and social services. Experience with Head Start preferred.
- Ability to communicate effectively with children and adults from different cultural and socio-economic backgrounds in oral and written formats.
- Maintain cooperative work relationships with community agencies.
- Work independently with minimal supervision.
- React with flexibility and sensitivity to changing situations and needs.
- Organize and prioritize work.
- Knowledge of office methods, practices and procedures including record keeping and filing.
- Computer skill proficiency using Word, Excel, Software applications as well as the use of software programs required under the EHS-CCP program including, but not limited to, software programs required by the funder for proper administration of the EHS-CCP program.

- Must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities and must be able to effectively communicate with children and families of the community.
- Ability to maintain agency code of ethics and standards of conducts.
- Ability to read, analyze, and interpret data, regulations and reports. Ability to write clear, concise. Must be able to produce correspondence, policies, procedures, forms.
- Clear criminal record with the Department of Justice following a fingerprint screening
- Completed and signed statement of any pending and prior criminal arrests/charges/convictions related to child sexual abuse, child abuse and neglect, and/or violent felonies
- Successful completion of an initial health examination, performed by or under the supervision of a physician, to determine, at a minimum, if the prospective employee can perform the duties outlined in the position description
- Proof of the absence of Tuberculosis, from a physician, to show that the prospective employee is cleared to work with children and families dated within 60 days prior to hire date
- Must have access to reliable transportation to arrive to work site at scheduled time consistently. If applicable, will be required to provide proof of current California driver license, acceptable driving record (current DMV H6 printout), and current liability auto insurance.

### **BENEFITS**

Medical, dental and vision benefits. Option to contribute to 403(b) retirement plan. Supplemental insurance available (Aflac)

### **APPLICATION PROCESS**

Please visit [www.ypiusa.org](http://www.ypiusa.org) and apply online.

**YPI is an equal opportunity employer.  
[www.ypiusa.org](http://www.ypiusa.org)**